



Warehouse Operations Assistant Supervisor

Details

Job ID : 354

Title : Warehouse Operations Assistant Supervisor

Job Code : 815

Salary : \$2,185.00 (Monthly)

Grade : 8

Tenured : YES

Job Departments

- Administrative Services - Property Accountability

Purpose

RESPONSIBLE FOR SUPERVISING WAREHOUSE STAFF.

Required Qualifications

Education : 2 Year Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- SUPERVISORY EXPERIENCE PREFERRED

Job Skills/Abilities

- VALID DRIVER'S LICENSE
- LIFT AND CARRY AT LEAST 50 POUNDS
- TRAVEL STATEWIDE

Job Duties

- SUPERVISES SHIPPING/RECEIVING ACTIVITIES OR FURNITURE WAREHOUSE ACTIVITIES
- SCHEDULES SHIPPING/RECEIVING ACTIVITIES OR FURNITURE WAREHOUSE ACTIVITIES
- MAY OVERSEE AOC FLEET VEHICLES
- EXAMINES ORDERS FOR ACCURACY
- OTHER DUTIES AS ASSIGNED